



Julia A. Kittross | Principal Philanthropy Sherpas

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PROFILE

Creative, thoughtful entrepreneur with more than 35 years' experience in helping to successfully launch, re-launch and manage philanthropic organizations and programs from the ground up. Skilled at facilitating discussions and strategic planning processes with varied audiences. Effective workshop and conference designer/trainer with ability to speak comfortably in public. Accomplished coach and mentor able to supervise and direct others when necessary. Practical knowledge of effective nonprofit and grantmaking practices (with a specialty in family foundations) and excellent communications skills to enhance execution. Works (and plays) well with others, demonstrating strong collaboration and networking abilities. A curious researcher, superior team player and highly qualified manager who excels as a detailed administrator.

CORE QUALIFICATIONS

Administrator/manager
Team-member
Communicator
Teacher/trainer
Facilitator
Strategic thinker/implementer

Grantmaker
Curious/life-long learner
Sense of humor
Collaborator/network builder
Researcher/writer

SELECTED PROFESSIONAL EXPERIENCE

PROGRAM MANAGEMENT:

- 📌 Researched, designed, organized trainings, managed processes and supported 85 trustee and committee volunteers to make informed grant decisions totaling \$1-1.5M annually in five focus areas: arts in K-12 education, climate change, clean water and sanitation in developing nations, stewardship of watersheds in the NW, and the Sapling Fund designed for the family's youth that focused on environmental education.
- 📌 Served as program officer for small family foundation focused on funding economic opportunity for women and girls in King County. Often recognized by nonprofit grant applicants for understanding of their situation and declining applications with grace.
- 📌 Planned and implemented all aspects required to ensure successful outcomes for too-many-to-count educational programs, conferences, workshops, informal trainings, and committee and board meetings.
- 📌 Aided half a dozen foundations to identify tracking mechanisms (taxonomy and grantmaking software choice) that enabled clearer insight into their grantmaking history, progress and assessment.

- 📌 Produced grant application practices and questions including managing the creation of Philanthropy Northwest's common application and evaluation forms.
- 📌 Expertly provided "back office" support to several family foundations including all administrative duties related to making grants.

COMMUNICATIONS:

- 📌 Wrote content and designed or supervised outsourced design expertise for newsletters, annual reports and web sites for half a dozen public charities and private foundations.
- 📌 Reviewed grant applications, prepared grant proposal summaries, compiled dockets for decision-makers, and submitted committee, staff and board meeting minutes for approval.
- 📌 Crafted "how to" manuals and reports about grantmaking in a variety of focus areas and family issues. Received praise for their "easy to understand" writing style and increased organizational efficiency.
- 📌 Spoke and facilitated sessions at workshops, conferences and small meetings in a highly effective style, helping participants to undertake grantmaking activities successfully and enjoyably.
- 📌 Authored and published:
 - ***So You Want to Be a Philanthropist: How to Choose, Set up and Successfully Manage a Family Foundation***, October 2013, 139 pages. (www.Amazon.com)
 - "Ending Homelessness for Grantmakers", pamphlet, Philanthropy Northwest, 2008. (www.PhilanthropyNW.org)
 - "There's No 'Business as Usual' Here: Funding in Alaska," ***Foundation News & Commentary***, Council on Foundations, Vol. 39, March-April 1998.
- 📌 Particularly adept at small group and one-on-one discussions with nonprofit leaders and staff; coached several nonprofit executive directors in a variety of nonprofit capacity-building endeavors leading to collaborations between nonprofits working toward similar goals.

ADMINISTRATIVE SUPPORT:

- 📌 Deep knowledge and understanding of what is required administratively to get things done, acquired by working in small organizations for most of my working career.
- 📌 A commitment to bringing attention to details both large and small. Driven by a desire to lay the groundwork for efficiency, accuracy, knowledge retention and sharing within all administrative endeavors.
- 📌 Comfort with technology and ability to learn quickly; expertise in Microsoft Office and familiar with various database programs including Foundant Grant Lifecycle Management.

COMMITMENT TO FAMILY PHILANTHROPY:

- 📌 Profound appreciation for the nonprofit organizations that work to improve our world.
- 📌 In-depth understanding of the challenges nonprofits face, having worked both within and for them during my entire professional career.

- ▣ Avid reader of philanthropy literature.
- ▣ Appreciation for the “family” in family philanthropy including the interesting dynamics that may come with it.
- ▣ An understanding of the different roles of the board and the staff within a family foundation.

EDUCATION

Bachelor of Arts, History & Peace Studies, Antioch College, Yellow Springs, Ohio

SELECTED PROFESSIONAL POSITIONS

Co-Founder & Owner, Philanthropy Sherpas, Seattle, WA, 2009 - present.
Executive Director, Laird Norton Family Foundation, Seattle (\$30M), WA, 2007-2009. (including 6 months interim executive director while foundation was client of The Giving Practice)
Founding Partner, The Giving Practice, Seattle, WA, 2002-2008.
Chief Executive Officer, Philanthropy Northwest, Seattle, WA, 1990-2002.
Acting Executive Director, Assistant Director, Program Manager, Municipal League of King County, Seattle, WA, 1984-1989.

SELECTED COMMUNITY & PROFESSIONAL SERVICE

- 501 Commons Consultant, 2010 – present (volunteer consultant to global health, mental health, environmental, arts and housing development nonprofits)
- Senior Advisor, The Philanthropic Initiative, Boston, 2012 – present.
- Pursuit of Excellence Consultant, National Center for Family Philanthropy, 2009 – present.
- Member, Visiting Committee, Seattle University’s Executive Masters in Not-for-Profit Leadership Program, 2000 – 2004.
- Member, Board of Directors, Seattle Biomedical Research Institute, 2004 – 2006.
- Member, King County Landmarks and Heritage Program, Office of Cultural Resources, Grants Committee, 2001.
- President, Board of Directors & Chapter Co-Founder, Crohn's & Colitis Foundation, Puget Sound Chapter, 1988 – 1989.
- Member, Membership Committee, Council on Foundations, Washington, D.C., 1995-2000.
- Founding Member, Steering Committee, The Forum of Regional Associations of Grantmakers, Washington, D.C., 1996-1997.
- Member, Public Policy Project Advisory Committee, Council on Foundations, 1996.

